



(843) 681-4545 Fax (843) 689-5959

118B Mathews Drive Hilton Head Island, SC 29926

Dear Exhibitor:

We are pleased to learn your organization will be participating in the Association of Oncology Social Work 25th Annual Conference, May 6-8, 2009 at the Hyatt Regency Savannah, GA. As the official Exposition Service Contractor for the conference, we have prepared various Service Order Forms for your information and use. You may access the Exhibitor Service Kit by visiting our website at www.bluechipexpo.net and selecting "AOSW 2009" from the "Upcoming Events" page. You may also access the order forms by contacting Blue Chip Expo via telephone at (843) 681-4545 or via e-mail at bluechipexpo@aol.com to request the service kit by mail, e-mail or fax.

Each exhibitor will be provided with an 8' deep by 10' wide pipe and drape booth space including one 6' skirted table, two chairs, one wastebasket and a booth ID sign. The facility is carpeted. Booth and skirting colors will be cream white and plum. Please anticipate your additional requirements and complete to appropriate order forms as needed. Return them to Blue Chip Expo promptly to insure timely delivery of all requested equipment and services.

NOTE: All order forms should be returned to Blue Chip Expo, except the Hyatt Service Order Forms which should be completed as needed and returned to the Hyatt with appropriate payment. Questions concerning electrical and telephone service should be directed to the Hyatt Convention Services Department at 912-238-1234.

THE HYATT REGENCY WILL NOT ACCEPT ANY SHIPMENTS OF EXHIBIT RELATED MATERIALS DELIVERED TO THE FACILITY. NO EXCEPTIONS. SHIPMENTS SENT TO THE HOTEL WILL BE REFUSED. Please Note: The Hyatt has limited facilities for the delivery of large display materials. There is no loading dock and no forklift access. All shipments must be able to be moved by pallet jack or dolly on a lift gate equipped truck, to be transported into the hotel. If you have materials that need to be shipped to the Conference, please follow the instructions on the Shipping Information Form included in this service kit. All drayage charges must be paid in full in advance of delivery to the Hyatt. **All advance shipments should be sent to the Blue Chip Expo warehouse for arrival between Monday, April 13th and Friday, May 1st.** All exhibit material will be delivered to individual booth spaces prior to exhibitor set up on Tuesday, May 5th.

All orders returned by fax, must be accompanied by a completed Credit Card Form in order to be processed. We suggest completing and returning the enclosed Credit Card Form to protect your on site representative from being responsible for any balance due on site.

Exhibitor Installation: Exhibitors may begin set up of individual booth displays on Tuesday, May 5th at 12:00 PM until 5:00 PM. Exhibits will open on Wednesday May 6th at 7:30 AM. Exhibitors will need to staff their booths on Wednesday, May 6th from 6:30 PM to 8:30 PM and Thursday, May 7th from 6:00 PM to 8:00 PM.

Exhibitor Dismantle: Exhibitors must begin dismantling individual booth displays on Friday, May 8th at 9:00 AM. The exhibit hall must be completely cleared by 12:00 PM that afternoon.

We eagerly look forward to your reply within a few days, and to your successful participation in the exhibition.

Sincerely,

Blue Chip Expo, Inc.